

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Labor Division: Elevator and Amusement Device Bureau
Budget Code: 13800 Center Title: _____ Center Number: 1320

***** Position Information *****

Proposed Classification: Processing Assistant III
57

Proposed Salary Grade:

Salary Range: \$20,955 - \$30,276 **Proposed Effective Date:** 01/01/06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u> <u>(Annualized salary and fringe)</u>
Total Budget	\$2,552,965	\$33,071
Receipts	<u>2,552,965</u>	<u>33,071</u>
Appropriation	\$	\$

Funding Source(s): Elevator Inspections Fees

Justification for Position (including description of duties and responsibilities): The bureau requests an additional clerical position in the Raleigh office. Currently there are 4 clerical staff members who process all the paperwork (inspection reports, invoices, etc.) for 30 elevator inspectors located throughout the State. The inspection staff has increased without additional support to the point that they can no longer keep up with the number of reports/invoices received each week. Keeping up with the data entry and paperwork is critical since the bureau is 100% receipt supported.

The primary responsibilities of the new position involves invoice processing of inspection fees as well as provide additional clerical support to the Office Manager, Bureau Chief, and Assistant Bureau Chief. This position will also serve as the main receptionist for incoming calls as well as input data into the electronic data base.

Benefits derived from the additional position include:


- 1) Invoice data entry in Raleigh office is handled thereby giving other clerical staff more time for existing and/or additional duties. This enhances speed and accuracy of invoicing inspection fees which ultimately leads to improved cash flow.
- 2) Greater productivity and efficiency for all inspection personnel. Backlog of inspections will be decreased significantly due to greater efficiency of information.
- 3) With this position primarily handling all invoices, there is a high confidence level in the reliability of invoice data entry.

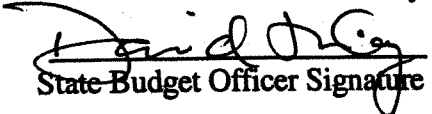
This position is budgeted for 6 months (1/1/06 through 6/30/06) with the annual cost of salary and fringe benefits totaling \$33,071 for 2006-07. Salary is budgeted at the midpoint (\$25,616) in hopefully hire a more qualified candidate.

Statutory Reference for Request

Rebecca R. Brown
Presentation to be made by

Director, Budget & Management
Title


Agency Head Signature


State Budget Officer Signature

OK
J.C. 9/30

**Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)**

Agency: Labor

Division: Apprenticeship

Budget Code 13800 Center Title: Apprenticeship

Center Number: 1420

***** Position Information *****

Proposed Classification: Apprenticeship Specialist Proposed Salary Grade: 71

Salary Range: \$35,134 - \$54,430

Proposed Effective Date: 01/01/06

Number of Positions: 2

	<u>Center Authorized Budget</u>	<u>Current Request</u> (annualized-salary and fringe)
Total Budget	\$1,538,332	\$ 120,520
Receipts		<u>120,520</u>
Appropriation	<u>\$ 1,538,332</u>	\$

Funding Source(s): Veteran's Administration Grant

Justification for Position (including description of duties and responsibilities): The NC Department of Labor, Apprenticeship Bureau, is requesting 2 VA funded apprenticeship positions to provide apprenticeship and OJT support to veterans and their employers. The department is the State Approving Agency for eligible veterans to receive GI Bill benefits. With the current global situation, there are more and more veterans eligible for these benefits. One position will be located in the Raleigh area and the other in the Charlotte area to better serve the population.

Job duties include: 1) Attending all TAP (transition assistance presentation) meetings at military bases throughout the state, 2) Respond to all telephone calls from veterans and potential sponsors, 3) Employees will make promotional calls to potential companies regarding hiring and training eligible veterans,

4) Register training programs that are VA approved (veterans receive GI benefits), 5) Register veterans and assist the veteran in filling out the appropriate paperwork to apply for GI benefits, 6) Perform and complete all annual supervisory visits in companies with veterans receiving benefits, 7) Follow-up on any sponsors who have deficient programs per audits, 8) Assist in VA reporting requirements, 9) Attend job fairs as well as develop and prepare promotional information for veterans and sponsoring companies, 10) Make presentations to veteran's organizations regarding apprenticeship program(s), 11) prepare administrative type functions such as update VA website information, maintain email list serve for all participating sponsors, and prepare correspondence as required.

The department's current annual VA contract totals \$100,000 and can only be used for VA-related expenses. The agency currently has received \$100,000. Of that amount \$16,379.54 was used for travel and mailing of VA material leaving a current balance as of 8/30/05 of \$83,620.46. As more and more veterans become eligible for these benefits, it is anticipated that funding will increase to cover the cost of the positions.

The 2 positions will work solely on VA-related activities and in the event funding is no longer available, the positions will be eliminated.

The request includes salaries, fringe benefits, and support (i.e. travel, supplies, etc.) for the period 1-1-06 through 6-30-06 with the salaries and support to be annualized in 2006-07 totaling \$120,520. The starting salary of each position is budgeted at \$44,782 which is the midpoint of the salary grade. It is anticipated that this salary level is necessary to recruit competent staff.

Statutory Reference for Request

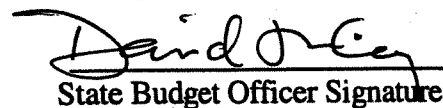
Rebecca R. Brown

Presentation to be made by

Director, Budget & Management

Title


Agency Head Signature


State Budget Officer Signature

OK
T.C. 7/30